



# Office of the City Clerk

Weekly Report – for Week Ending August 12, 2016

## OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

### Elections

Staff provided instructions and forms to the individuals designated by the Rules, Elections, Intergovernmental Relations and Neighborhoods Committee on August 8 to be the argument-for and rebuttal authors for the City measures going on the County's November 2016 ballot. Staff also continues to prepare and coordinate for the translation, typesetting and printing of the Voter Information Pamphlet for those measures.

Staff attended the last two Neighborhood Council Town Hall meetings to gather feedback on the 2016 NC Elections. Overall, staff attended nine Town Hall meetings. Staff will assess the feedback received and identify key processes for process improvement analysis.

Initial hiring of as-needed Election staff has begun. Staff hired seven of the 11 linguists needed for the outreach and translations section.

In 2008, six million Americans did not vote because they missed a registration deadline or did not know how to register. In 2016, National Voter Registration Day (NVRD) organizers want to make sure no one is left out. On September 27, 2016, volunteers, celebrities, and organizations from all over the country will "hit the streets" for National Voter Registration Day. This single day of coordinated field, technology and media efforts will create pervasive awareness of voter registration opportunities—allowing volunteers to reach tens of thousands of voters who would not be reached otherwise. Staff is in the planning stage for a week of activities surrounding this day.

### Council and Public Services

Council and Public Services Division met with representatives from the County Board of Supervisors Executive Office and discussed best practices concerning public speakers. The County will be upgrading their current public speaker kiosk system to a system similar to that being developed by the City Clerk.

### Business Improvement Districts

On August 9, the Entertainment and Facilities Committee adopted a City Attorney report and ordinance to establish the South Park Open Space Maintenance Trust Fund for the collection of fees for Grand Hope Park and Hope Street Family Center. The City Clerk will be responsible for fee collections.

### Systems

Per the Mayor's campaign on Save Energy LA, the Office ensures that the power saver mode is activated for all computers, displays and printers throughout the department. The results not only save energy but also extend the life of the electronic equipment.

### Administrative Services

The City Clerk and staff met with ITA and Personnel's General Manager on August 10<sup>th</sup> to discuss the Mayor's Executive Directive 15 on workforce and service restoration plan. This meeting allowed the City Clerk to provide her vision on the workforce restoration strategy and activities being done now to address the sizable number of staff eligible for retirement that could impact operations. The discussion also centered on how this Office can hire employees, including those disadvantaged candidates, to help meet the goal of hiring 5,000 new-hires as well as plans for employee development.